

Notification Descriptions

All information in Starfish is disclosable under the Family Educational Rights and Privacy Act (FERPA). All information put into the system should use student-facing and student-friendly language. Most academic flags in the system are viewable by the student they reference, the faculty or staff member who raised them, and any individual who may be associated with the flag. Flags are meant to connect everyone with the common goal of ensuring the students' academic success.

Flag Alerts			
Flag Alert Name	When to use	Email notification sent to:	Staff Outreach:
Attendance Concern	Student is not attending class regularly	Student	
Critical Attendance Concern	There is a critical attendance issue	Student Advisement and Transition (A&T)	✓
Never Attended	Student has never attended your class	Student Associate Dean A&T	✓
Work not Meeting Course Expectations	Student is not meeting course expectations/performance	Student	
Urgent Academic Concern	There is an urgent academic concern	Student A&T	✓
At Risk for Failing	Student is at risk for failing course	Student A&T	✓
General Concern	Use this private alert to express any concern you have about a student but are not sure how to proceed (student will <u>NOT</u> see items within this flag alert)	A&T (for appropriate student outreach)	✓
Kudos			
Kudos Name	When to use	Email notification sent to:	Staff Outreach:
Keep Up the Good Work	Student who is performing well	Student	
Outstanding Academic Performance	Student has demonstrated outstanding academic work	Student	
Showing Improvement	Student has shown improvement in class and/or with their academic work	Student	
Student Raised Flag Alerts			
Flag Alert Name	When to use	Email notification sent to:	Staff Outreach:
I Need Help in a Course	Student has questions or needs help in your course	Instructor for specific course	
I Need Help	Students needs help in general but not sure where to go for assistance	A&T	✓